

Sample Letter of Verification Results and Adverse Action for

Supplemental Nutrition Assistance Program (SNAP) or Temporary Family Assistance (TFA) Households

Make changes as applicable for the School Breakfast Program. Due to extended eligibility, all siblings in the school system will be impacted by this change as well.

Child's Name: _____

Schools: _____

Dear **[insert name of parent/guardian]**:

Available records show that your household was not getting SNAP/TFA benefits within the timeframes specified by federal regulations. To continue benefits for your child, you must:

1. Complete a new application with income information.
2. Write the name and social security number of each adult household member on the attached paper.
3. Send in papers that show your household's current income.

Your child's free school meals benefits will be stopped on **[insert 10 calendar days from the date letter is sent]** unless we receive this information. Any continued free or reduced-price meals will depend on your current household income.

If you do not agree with the decision, you may discuss it with **[insert name of school official]** by calling **[insert telephone number]**. You also have the right to a fair hearing. To arrange for a fair hearing call or write the following official: **[insert name, city, street, zip, telephone number]**.

If you request a hearing by **[insert 10 calendar days from the date letter is sent]** your child will continue to receive free meals until the decision of the hearing official is made.

If you are not eligible for benefits now, but your household circumstances change, you may fill out an application at that time to reapply for benefits.

Sincerely,

[insert name and title]

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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For more information, visit the CSDE's [Verification](#) Web page or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This letter is available in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/verification/letteraa.pdf and Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/verification/letteraa.doc.